



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • WWW.CALRECYCLE.CA.GOV • (916) 322-4027

P.O. BOX 4025, SACRAMENTO, CALIFORNIA 95812

April 23, 2012

To: All Prospective Contractors

RE: "Key Data Entry for the Beverage Container Recycling Program, DRR12001"

**Addendum No. 3
To the Request for Proposal (DRR12001)**

Below are questions received in response to this RFP:

- Q1. Is it possible to gain temporary access to DORIIS for data entry testing purposes?
- A1. Yes, please send a written request to Butch Mosley at butch.mosley@calrecycle.ca.gov and he will grant you access.
- Q2. How long is the retention for the images and paper?
- A2. The retention is until the end of the contract term.
- Q3. Are you looking for a repository for the scanned images?
- A3. Yes, we will expect for the contractor to be able to provide a PDF version that CalRecycle will have possession of at the conclusion of this contract.
- Q4. Are there samples of the forms to be entered online?
- A4. Please refer to Attachment 3 for samples.
- Q5. Who is the current contractor?
- A5. RICOH, USA.
- Q6. Besides the reported service of the scanning and data entry and uploading of the data images, do you address any of the other requirements such as customer service?
- A6. Yes, there is a requirement for the contractor to establish what we call a "Liaison Unit", in which the client has a point of contact to call if there is a problem or question.



- Q7. What do you expect the volume of these customer service calls to be?
- A7. Currently, on average, 260 calls per month are received regarding claims and 450 calls requesting forms.
- Q8. With the additional services that are being required such as providing a "Liaison Unit" to answer emails and phone calls, it seems that the contractor is expected to provide more than just data entry, correct?
- A8. Yes, there is a requirement that the contractor will contact the supplier in the event that there is an error in their data entry.
- Q9. Since the forms are available for the supplier to access, does the contractor have to keep these available in-house?
- A9. The contractor should have the forms available to provide to the supplier if they request them. These printing costs involved will be reimbursed when CalRecycle receives the invoice.
- Q10. How long has this project been going on?
- A10. The recycling program began in 1987. RICOH, USA became our first contractor for this project in 1990. A new RFP solicitation process opens every 3 years.
- Q11. Has there ever been another contractor awarded?
- A11. No.
- Q12. Is there anything specific that you could suggest that would encourage other potential proposers to submit their proposals when, it seems that RICOH, USA will win again?
- A12. Although it's true that RICOH, USA has had this contract for 7 cycles, we encourage everyone to submit their proposals. The fact is they have typically been the only ones who submit a responsive proposal. Therefore, they are awarded the contract. It is our hope that we will receive an abundance of responsive proposals for the upcoming cycle.
- Q13. Is this a new requirement for services or a follow on contract? If a follow on, who is the incumbent?
- A13. No, it is not a follow on contract.
- Q14. Can work that has been performed outside the continental United States (OCONUS) be provided as experience in our proposal?
- A14. Yes, as long as it relates to the Scope of Work.
- Q15. Can you provide the fields that need to be entered from each form?
- A15. Please refer to Attachment 3.
- Q16. Please provide copies of 3 invoices relating to the current contract.
- A16. Please refer to Attachment 2.

Q17. One section of the RFP says this: CalRecycle expects a minimum of three percent (3%) of the project services to be contracted to a California OSDS Certified DVBE that performs a commercially useful function.

However, a different portion of this RFP stated that: Any Bidder competing in this process as a California Certified Disabled Veterans Business Enterprise, or as a non-DVBE certifying to subcontract a minimum of 3% of the total contract services to a California Certified DVBE, will receive a preference...

Is the 3% of work completed by a DVBE required for this project, or is it an optional benefit?

A17. As stated in the solicitation for this project, the proposals who certify to subcontract a minimum of 3% of the total contract services to a California Certified DVBE, will receive a preference. Therefore, it is an optional benefit if a proposal includes this information with their submittal.

Q18. What are the scanning volumes? The RFP states: 25,000 and 1,200 but it is not clear if those numbers are claims or images?

A18. These are numbers of claims. All claims and the envelopes in which they were contained are to be scanned.

Q19. Page 10 of the RFP states to "use the sample cost proposal worksheet (attachment 3) as a guide in preparing your cost proposal". Is this labeled Attached A (pages 33 and 34) in the RFP?

A19. No you should be using the worksheets on pages 10 and 11 for preparing the budgets for the contract year and option years.

Q20. What are the fields for data entry?

A20. Please refer to Attachment 3 for file up specifications and screen prints.

Q21. What is the accuracy rate for data entry? At the field or character level?

A21. It is the field level.

Q22. The RFP states that all services must be provided within 25 miles of CalRecycle HQ. Is that still a requirement?

A22. Yes. Documents must be moved between CalRecycle and the Contractor daily. The Contractor must retrieve the claims from the designated Post Office box.

Q23. As a government contract is the current pricing available? If yes, what is it? If no, why not?

A23. Please see Attachment 2 for copies of the last three months invoices.

Q24. What is the PO Box pick up location address?

A24. P.O. Box 277820, Sacramento, CA 95827

Q25. Who do we contact for help with understanding how DORIIS works?

A25. Please call the DORIIS helpdesk at 800.RECYCLE.

Q26. What is the current annual billing?

A26. The current annual billing is \$645,964.14.

Q27. Are volumes expected to increase or decrease over the next 5 years?

- A27. They seemed to have leveled over the past two years.
- Q28. How many people are currently utilized in the Liaison Unit?
- A28. 3.
- Q29. What are the State holidays for 2012 and 2013?
- A29. 2012: Jan 2, 16, Feb 20, May 28, Jul 4, Sep 3, Nov 12, 22, 23, Dec 25
2013: Jan 1, 21, Feb 18, Apr 1, May 27, Jul 4, Sep 2, Nov 11, 28, 29, Dec 25
- Q30. What is the volume of claims managed by the Liaison Unit annually?
- A30. There were 264,496 claims during the last 12 months.
- Q31. Are the volumes steady month to month or are there peak months? If yes, what are the peak months and the peak volumes?
- A31. The peak during the last 12 months was 27,514 in July of 2011 and a low of 21,413 in November of 2011. There don't seem to be predictable peaks and valleys in the claim volume.
- Q32. Does CalRecycle utilize the CMAS or MSA contracts for purchasing? If yes, must all bidders hold a CMAS/MSA contract with the state?
- A32. CalRecycle utilizes these for purchasing contracts on occasion, but is not required.
- Q33. Will a "short list" of vendors be chosen to allow for proof of concept testing and evaluation? If no, will vendors have the opportunity to provide samples for evaluation by CalRecycle?
- A33. No, the contracting process does not allow for that.
- Q34. For documents that will be keyed off line and uploaded in a batch, how do we assure, in advance, that the data is correct and will be accepted by the DORIIS edits?
- A34. File transfer issues stem from:
- i. A difference between the submitted file calculations and those of DORIIS exceeding a dollar-value tolerance. Most of the time, these are due to the following reasons:

Participant used incorrect rate
Shrinkage/percent reduction was not noted on Shipping Report form
Shrinkage/percent reduction was not keyed in by contractor
Key data errors (missing/misplaced decimal)
Calculation errors
 - ii. Operational date
 - iii. R&L Date overlap
 - iv. Required fields left null
- a. Provide the edits and calculations that must be performed.
- Shrinkage

$\text{Redemption Wt} = (\text{Received Wt}) * (\text{Statewide Commingled Rate for material type} / \text{Statewide Segregated Rate for material type})$

$\text{Processing Payment} = (\text{Processing Payment Rate}) * (\text{Redemption Wt})$

$\text{Admin Fee} = (\text{Refund Value}) * (\text{Admin Fee Rate, currently } 0.0075)$

$\text{Processor Invoice Grand Total} = (\text{Total Refund Value Paid}) + (\text{Total Processing Payment}) + (\text{Total Admin Fee})$

$\text{Shipping Report Total Payment Due} = (\text{Refund Value}) + (\text{Processing Payment}) + (\text{Admin Fee})$

- b. Currently, the calculations are using different rates for different materials, shippers and/or periods. Will this continue to be the case?

Yes.

- c. How will the contractor know who the valid participants are and the timeframe they are valid for? Will CalRecycle provide a file and update it as the data changes?

The DORIIS Support Unit is working with the current contractor to provide an electronic file(s) for Disbursement and Accounts Receivable participants.

- d. Currently, about 10 calls per day are made to participants to resolve errors or obtain missing information, most of which require a call back. Will these calls still be required or should the document in error be denied?

Yes. Only certain documents with errors, such as submitting a report outside of Operational Dates should be denied.

- e. What happens if there is an error in the file when DORIIS processes it? What process is required by the contractor to resolve any error?

If there is an error in the file during the Upload process, contractor contacts the DORIIS Support Unit for resolution.

Q35. The contractor is to provide a hard copy notice to the participants of errors they made on the documents or if a document is denied.

A35 (a-e)

- a. What are the reasons for denying a document? How would the contractor know?

The requirements for submitting claims and reports are identified in the respective participant manuals. An error such as a form being unsigned or dated would be grounds for denial.

- b. What types of errors require notice and what types don't?

Errors relating to payment will require a notice.

- c. Is there still a required method to send notices?

Currently, via U.S. Postal Service.

- d. Currently, both the submitted and corrected data for each field changed is on the notice and sent to both the shipper and receiver. Will this continue to be the case?

Yes.

- e. For each shipper and receiver, are the notices sent to the address on the form or somewhere else (accounting office)? If somewhere else, how will we know to do this and what the correct address is?

The data will be available on DORIIS.

Q36. The contractor is to provide a liaison unit for the purpose of answering all requests for information and assistance from the program participants statewide regarding paper claims.

A36 (a-b)

- a. Currently, there are 5 to 10 requests for information a day and about 10 tracer requests a week. Do you anticipate this to continue at these volumes?

Yes.

- b. If the request concerns the claim after it has been entered into DORIIS, will the contractor have full training and access to DORIIS to determine how to answer the request or trace the claim?

The DORIIS support unit controls the privileges in DORIIS. They will grant the appropriate privileges to the contractor.

Q37. Dissemination of participant reports.

A37 (a-b)

- a. There are currently up to 10 pallets of continuous feed report forms printed and stored for fulfilling participant requests for forms. Is this the anticipated future level the contractor must maintain in inventory?

The level of report and claim forms on hand will be determined by the contractor and contract manager. It may change as more participants utilize the DORIIS portal.

- b. For all form types (DR-3, DR-4, DR-6, DR-7 and DR-14) there are currently 10 to 20 requests for forms to be mailed per day. Do you anticipate this to continue at these volumes?

The number of claims processed monthly seems to have stabilized at about 25,000 per month.

Q38. Please provide samples of the documents/forms to be captured

A38. Please refer to Attachment 3.

Q39. Please provide index field specifications including:

A39. (a-c)

- a. Field Name
The specifications for the file upload are available at
<http://www.calrecycle.ca.gov/Contracts/details.asp?ID=1054>
- b. Field Type (text, number, date)
<http://www.calrecycle.ca.gov/Contracts/details.asp?ID=1054>
- c. Field Length (# of characters)
<http://www.calrecycle.ca.gov/Contracts/details.asp?ID=1054>

Q40. What repository will images be going into? (our host or yours)

A40. The Contractor hosted with web access.

Q41. What format do images need to be?

A41. Please refer to <http://www.calrecycle.ca.gov/Contracts/details.asp?ID=1054> for samples of the format.

Q42. Please provide historical volume of average calls and e-mails per month for the liaison role.

A42. Currently, on average, 260 calls per month are received regarding claims and 450 calls requesting forms.

Q43. Please confirm that PO Box address can be changed to a different California address by winning bidder.

A43. No, it cannot be changed at the present. Forms are printed with the address to which to submit them.

Q44. Please describe required daily courier services and current process and location.

A44. Currently, the courier picks up in the morning at the POB and takes the mail to the contractor location for processing. The previous days' transactions are taken to CalRecycle's operation at 801 K Street, Sacramento, CA 95814, 19th floor. Pick up the previous days deposits at that location and taken to the contractor location for entry.

Q45. Is the maximum budget of \$700,000 for the 1 year contract term?

A45. Yes.

Q46. What are CalRecycle's plans for after the contract term expires July 2013? (go to bid again or will project be all done?) In Section IV it clarifies that the contract is for a 1 year term with 2 one year options to extend, so the \$700,000 is for the possible 3 year term?

A46. At the end of the first year at CalRecycle's sole option, the contract option may be exercised and the contract amended for time and additional funding based on the budget submitted by the winning proposer for FY 2013-14.

Q47. Evaluation Criteria.

- a. Section IV specifies 60% is cost, so how is other 40% broken down?

A47. This was a typographical error. The Proposal Scoring Sheet (Attachment B) states that, to qualify for the Cost Opening, the Proposer MUST achieve an overall subtotal score of 80%. Therefore, the Costs will be the remaining 20%.

Q48. How is 25,000 Operations volume estimate derived?

- A48. It is derived from the previous 12 invoices.
- Q49. How is 1,200 Program Reports volume estimate derived?
- A49. It is derived from the previous 12 invoices.
- Q50. Can you provide an estimated quantity of each type of paper form and report that the vendor would be expected to process?
- A50. DR3 1,271; DR4 1; DR6 25,931; DR7 1,822; DR14 362
- Q51. Can you provide an estimated quantity of paper forms that the vendor would be required to provide to program participants?
- A51. This varies as to the number of participants utilizing the DORIIS portal.
- Q52. It appears that DORIIS allows for import of a batch data file for the DR-6 reports. Does DORIIS allow for import of data for any other report types?
- A52. Yes, the DR 14.
- Q53. The RFP refers to travel. Is any type of travel (other than the daily pick up of reports from the post office) required? If so, please provide examples and estimated frequency and distances.
- A53. The contractor may be required to attend or conduct training on the submission of paper claims and reports.
- Q54. How will the proposal be evaluated? Section IV states: Costs will be 60% of the score. What constitutes the remaining 40%?
- A54. This was a typographical error. The Proposal Scoring Sheet (Attachment B) states that, to qualify for the Cost Opening, the Proposer MUST achieve an overall subtotal score of 80%. Therefore, the Costs will be the remaining 20%.
- Q55. Do amended claims get billed at the same rate?
- A55. Yes.
- Q56. Can you provide a rough estimated number (annually) of requests for information from the program participants?
- A56. Currently on average 260 calls per month are received per month regarding claims and 450 calls requesting forms from program participants. The contractor receives emails and calls from CalRecycle to research all types of questions frequently, probably 40 a month. Emails from participants are about 5 per month.
- Q57. Can you provide a rough estimated number (annually) of claim tracer requests from the program participants?
- A57. It's not broken out but it would be included in the 260 calls per month received per month regarding claims.
- Q58. Can you provide a list of the data validations performed by the DORIIS system?

- A58. They are explained in the participant manuals. Please refer to <http://www.calrecycle.ca.gov/Contracts/details.asp?ID=1054> and also <http://www.calrecycle.ca.gov/BevContainer/DORIIS/Resources/ManualBMD.pdf>.
- Q59. Does DORIIS provide for a test environment that could be used by a new vendor prior to the start of a new contract?
- A59. Yes
- Q60. Can you please provide clarification on your cost proposal sheets? Are we expected to submit the Cost Proposal sheet in Section IV as well as the Cost Proposal sheet in Attachment A? How do these two forms relate to each other? Please explain the 'Total Direct Labor' line item on the Cost Proposal sheet in Section IV.
- A60. Use the format of the Cost Proposal that is provided in Section IV. Use the Sample Cost Proposal Worksheet (Attachment A) as a guide in preparing your cost proposal.
- Q61. The RFP states that the vendor may be required to attend State Training. Where would such training take place, and how long would the training period be? Please provide examples of such training.
- A61. CalRecycle has not required such State Training in prior years, and does not anticipate any in the future.

Attachment 1 to this Addendum No. 1 for the Request for Proposal (RFP) for Key Data Entry for the Beverage Container Recycling Program, DRR12001 is a listing of contractors who have signed up to be included on CalRecycle's interested parties listing.

All other terms, conditions, and requirements of this RFP will remain the same.

If you have any questions relating to this RFP process, please contact me at 916.341.6120 or at contracts@calrecycle.ca.gov.

Sincerely,

{Original Signed By}

Wendy Roberson
Contract Analyst

Contact Name	Company	City	State	Zip	E-Mail	SB	DVBE
Rose Chow	Datagraphic Computer Services, Inc	North Hollywood	CA	91605	data5@pacbell.net	X	
Jack Fisher	RICOH USA	Rancho Cordova	CA	95670	Jack.Fisher@Ricoh-USA.com		
Tom Denton	American Microimaging, Inc.	Los Angeles	CA	90017	tom@amipaperless.com		
Armando Salas	WaterWise Consulting, Inc.	Glendora	CA	91740	asalas@waterwise-consulting.com	X	
Rich Jenness	SoftFile	Sacramento	CA	95815	richj@softfile.com	X	
Lorenzo J Frasca	J A Frasca % Associates	Sacramento	CA	95816	lorenzo@jafasca.com	X	
Michelle Morgan	Michelle's Lien Sales	Tracy	CA	95377	justthree4me@yahoo.com	X	
Muriel Beaver0Marques	Transcription Express	Kaneohe	HI	96744	muriel@transcription-express.net	X	
Matt Monaghan	SoftFile	Sacramento	CA	95815	mattm@softfile.com	X	
Laurel McAdams	DataBank IMX	West Sacramento	CA	95605	lmcadams@datbankimx.com		





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Sacramento, CA 95810
Telephone 916.678.8555
Fax 916.678.0550
www.ikon.com

INVOICE

Mr. Butch Mosley
CalRecycle
801 K Street, MS-19-02
Sacramento, CA 95814

Invoice Date: 2/1/12
Invoice Number: 63551

Re: Contract Number 5009-003 A1
Payment and Report Processing System

January 2012 FISCAL YEAR 2011-2012

	SUBTOTALS	10% RETENTION	TOTAL DUE
Reports/Change Orders			
Operations \$2.45/Document	\$ 58,302.65	\$ 5,830.27	\$ 52,472.38
Accounting Reports \$35.00 Each	\$ 3,115.00	\$ 311.50	\$ 2,803.50
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Subtotal for Reports/Change Orders	\$ 61,417.65	\$ 6,141.77	\$ 55,275.88
Operating Expenses			
Postage	\$ 2,035.49	\$ 203.55	\$ 1,804.94
Printing	\$ -	\$ -	\$ -
Sales Tax	\$ -	\$ -	\$ -
Courier	\$ 1,298.16	\$ 129.82	\$ 1,168.34
Shredding	\$ 30.80	\$ 3.08	\$ 27.72
Earthlink / DSL Charges	\$ 145.00	\$ 14.50	\$ 134.10
Subtotal for Operating Expenses	\$ 3,483.45	\$ 348.35	\$ 3,135.10
GRAND TOTAL	\$ 64,901.10	\$ 6,490.12	\$ 58,410.98

IKON Business Systems Services

BY:

Jack Fisher
Director BSS





IKON Office Solutions, Inc.
Business Systems Services
3002 Acacia Park Drive
Sacramento, CA 95814
Telephone 916-885-8135
Fax 916-885-0002
www.ikon.com

INVOICE

Mr. Butch Mosley
CalRecycle
801 K Street, MS-19-02
Sacramento, CA 95814

Invoice Date: 3/1/12
Invoice Number: 63960

Re: Contract Number 5003-003 A1
Payment and Report Processing System

February 2012
FISCAL YEAR 2011-2012

	SUBTOTALS	10% RETENTION	TOTAL DUE
Reports/Change Orders			
Operations \$2.45/Document	\$ 61,340.65	\$ 6,134.07	\$ 55,206.58
Accounting Reports \$35.00 Each	\$ 3,080.00	\$ 308.00	\$ 2,772.00
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Subtotal for Reports/Change Orders	\$ 64,420.65	\$ 6,442.07	\$ 57,978.58
Operating Expenses			
Postage	\$ 3,570.70	\$ 357.07	\$ 3,213.63
Printing	\$ -	\$ -	\$ -
Sales Tax	\$ -	\$ -	\$ -
Courier	\$ 1,388.28	\$ 138.83	\$ 1,249.45
Shredding	\$ 30.80	\$ 3.08	\$ 27.72
Earthlink / DSL Charges	\$ 149.00	\$ 14.90	\$ 134.10
Subtotal for Operating Expenses	\$ 5,138.78	\$ 513.88	\$ 4,623.10
GRAND TOTAL	\$ 69,557.43	\$ 6,955.75	\$ 62,601.68

IKON Business Systems Services

BY:

Jack Fisher
Jack Fisher
Director, BSS



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OOSS Project Suite One
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INVOICE

Mr. Butch Mosley
Ca. Recycle
801 K Street, MS-19-02
Sacramento, CA 95814

Invoice Date 4/2/12
Invoice Number 63581

Re: Contract Number 5009-033 A1
Payment and Report Processing System

March 2012

FISCAL YEAR 2011-2012

	SUBTOTALS	10% RETENTION	TOTAL DUE
Reports/Change Orders			
Operations \$2.15/Document	\$ 57,018.40	\$ 6,701.84	\$ 63,720.24
Accounting Reports \$35.00 Each	\$ 3,395.00	\$ 339.50	\$ 3,734.50
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Subtotal for Reports/Change Orders	\$ 60,413.40	\$ 6,041.34	\$ 66,454.74
Operating Expenses			
Postage	\$ 2,252.32	\$ 225.23	\$ 2,477.55
Printing	\$ -	\$ -	\$ -
Sales Tax	\$ -	\$ -	\$ -
Courier	\$ 1,905.75	\$ 190.58	\$ 2,096.33
Shredding	\$ 61.60	\$ 6.16	\$ 67.76
Earthlink / DSL Charges	\$ 149.00	\$ 14.90	\$ 163.90
Subtotal for Operating Expenses	\$ 4,368.67	\$ 436.87	\$ 4,805.54
GRAND TOTAL	\$ 64,782.07	\$ 6,478.21	\$ 71,260.28

IKON Business Systems Services

BY:

Jack Fisher
Director, BSS



DISTRIBUTOR REPORT

STATE OF CALIFORNIA - The Resources Agency
DEPARTMENT OF CONSERVATION
Division of Recycling

DR-3 (1/00)



PRINTED ON RECYCLED PAPER

FOR STATE USE ONLY

CCN

FOR STATE USE ONLY

POSTMARK AMOUNT REC'D BY

COMPANY NAME

CONTACT PERSON

ADDRESS

PHONE NUMBER

DISTRIBUTOR ID#

REPORTING PERIOD

MM DD YY

THRU

MM DD YY

☐ CHECK THIS BOX IF YOU HAVE A CHANGE OF ADDRESS.



AMENDMENT TO FSN

00000000

☐ CHECK THIS BOX IF YOU HAVE CLOSED THIS BUSINESS

PART I - PAYMENT REPORT

REDEEMABLE CONTAINERS SOLD OR TRANSFERRED

UNDER 24 OUNCE CONTAINERS

MATERIAL	CONTAINER COUNT	RATE	CRV
ALUMINUM		X.025= \$.
GLASS		X.025= \$.
PLASTIC PETE		X.025= \$.
PLASTIC HDPE		X.025= \$.
PLASTIC VINYL		X.025= \$.
PLASTIC LDPE		X.025= \$.
PLASTIC PP		X.025= \$.
PLASTIC PS		X.025= \$.
OTHER PLASTIC		X.025= \$.
BIMETAL		X.025= \$.

24 OUNCE AND LARGER CONTAINERS

MATERIAL	CONTAINER COUNT	RATE	CRV
ALUMINUM		X.05= \$.
GLASS		X.05= \$.
PLASTIC PETE		X.05= \$.
PLASTIC HDPE		X.05= \$.
PLASTIC VINYL		X.05= \$.
PLASTIC LDPE		X.05= \$.
PLASTIC PP		X.05= \$.
PLASTIC PS		X.05= \$.

☐ CHECK THIS BOX IF YOU DO NOT HAVE ANYTHING TO REPORT THIS PERIOD.

PART II - REFILLABLES (if nothing to report please enter zero on all fields)

REFILLABLE CONTAINERS SOLD OR TRANSFERRED	
MATERIAL	CONTAINER COUNT
GLASS	
OTHER	
REFILLABLE CONTAINERS RETURNED	
MATERIAL	CONTAINER COUNT
GLASS	
OTHER	

SIGNATURE

INTEREST AT THE RATE EARNED BY THE POOLED MONEY INVESTMENT ACCOUNT AND CIVIL PENALTIES OF UP TO 15 PERCENT OF THE AMOUNT DUE FOR PAYMENT MAY BE ASSESSED FOR EACH UNDERPAYMENT OR LATE PAYMENT. IN ADDITION, CIVIL PENALTIES OF UP TO FIVE THOUSAND DOLLARS (\$5,000) PER DAY MAY BE ASSESSED FOR FAILURE TO REPORT. I CERTIFY UNDER PENALTY OF PERJURY THAT THE FACTS PRESENTED HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

BEVERAGE MANUFACTURER REPORT

STATE OF CALIFORNIA - The Resources Agency
DEPARTMENT OF CONSERVATION
Division of Recycling
DR-4 (1/00)



FOR STATE USE ONLY

CCN

FOR STATE USE ONLY

POSTMARK

AMOUNT

REC'D BY

COMPANY NAME

ADDRESS

ID#

REPORTING
PERIOD

MM DD YY

THRU

MM DD YY



AMENDMENT TO FSN








--	--	--	--	--	--	--	--	--	--

CONTACT
PERSONTELEPHONE
NUMBERCHECK THIS BOX IF YOU DO NOT HAVE ANYTHING TO
REPORT THIS PERIOD.

CHECK THIS BOX IF YOU HAVE A CHANGE OF ADDRESS.

CHECK THIS BOX IF THERE IS A CHANGE OF OWNERSHIP
EFFECTIVE DATE : _____CHECK THIS BOX IF YOU CLOSED THIS BUSINESS.
EFFECTIVE DATE : _____

REDEEMABLE CONTAINERS SOLD OR TRANSFERRED

MATERIAL TYPE ASSESSED PF	CONTAINER COUNT	X	UNIT FEE	#	PROCESSING FEE
GLASS					•
PLASTIC PETE 					•
PLASTIC HDPE 					•
PLASTIC VINYL 					•
PLASTIC LDPE 					•
PLASTIC PP 					•
PLASTIC PS 					•
OTHER PLASTIC 					•
BIMETAL					•
TOTAL DUE					•

FOR STATE USE ONLY

PROCESSOR CCN



PRINTED ON RECYCLED PAPER

FOR STATE USE ONLY

CCN

SHIPPING REPORT

STATE OF CALIFORNIA – The Resources Agency
DEPARTMENT OF CONSERVATION
Division of Recycling

FOR STATE USE ONLY

ATTACHED TO CCN

DR-6 (1/00)

COMPLETED BY SHIPPER:

COMPANY
NAME

ADDRESS

CERT. #

CONTACT
PERSONTELEPHONE
NUMBER

COMPANY NAME

CERT. #

MATERIAL
TYPE

AMENDMENT TO FSN

RECYCLER PAYMENT REQUEST INFORMATION

	REDEMPTION WEIGHT (LBS)	REFUND (A)	PROCESSING PAYMENT (B)	SUBTOTAL DUE A+B
FROM Receipts & Logs
FROM Shipping Reports or Consolidated Reports
TOTAL

Receipt & Log Entries For

Thru

Number of Attachments
or Consolidated Shipments

COMPLETED BY RECEIVER

Weight Ticket #

Received Wt. (Lbs.)

RECEIVER PAYMENT ANALYSIS

Refund Value (C)

Processing Pymt. (D)

Subtotal Due (C+D)

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ADMINISTRATIVE
FEEReceived
Date:Completed by
receiver only:% of
Reduction Taken

TOTAL PAYMENT DUE

For Quality Glass Incentive Payment Program (Curbside Programs Only). In
the following box, please include the applicable two-digit code corresponding to the
color of glass received:

FL = Flint

GR = Green

AB = Amber

MX = Mixed

Glass
Color

% OF SHRINKAGE

Civil penalties of up to one thousand dollars (\$1,000.00) per day may be assessed for violation of the laws and regulations governing this report. In addition,
the submission of false information with intent to defraud is a crime punishable by substantial fines, up to three years imprisonment, or both. Knowing this, I
certify under penalty of perjury that the facts presented herein are true and correct to the best of my knowledge.

PROCESSOR INVOICE REPORT

STATE OF CALIFORNIA – The Resources Agency
DEPARTMENT OF CONSERVATION
Division of Recycling

DR-7 (1/95)

FOR STATE USE ONLY

CCN

FOR STATE USE ONLY

POSTMARK DATE

NAME
ADDRESS

CONTACT PERSON
TELEPHONE NUMBER

MATERIAL TYPE
OF SHIPPING REPORTS ATTACHED
CHECK ONE: ☐ FOR RECYCLING ☐ NOT FOR RECYCLING
REPORTING PERIOD THRU
CERT. #

☐ SUPPLEMENTAL TO

OR FSN

☐ AMENDMENT TO

☐ CHECK THIS BOX IF YOU DO NOT HAVE ANYTHING TO REPORT THIS PERIOD.

☐ CHECK THIS BOX AND NOTIFY THE DEPARTMENT IF YOU HAVE A CHANGE OF ADDRESS.

☐ CHECK THIS BOX AND NOTIFY THE DEPARTMENT IN WRITING IF THERE IS A CHANGE OF OWNERSHIP.

EFFECTIVE DATE: _____

☐ CHECK THIS BOX AND NOTIFY THE DEPARTMENT IN WRITING IF YOU CLOSED THIS BUSINESS.

EFFECTIVE DATE: _____

SHIPPING REPORT TOTALS

WEIGHT RECEIVED (LBS)	REDEMPTION WEIGHT (LBS)	REFUND VALUE PAID	ADMINISTRATIVE FEE PAID	PROCESSING PAYMENT PAID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PAYMENT REQUEST INFORMATION

TOTAL REFUND VALUE PAID (B)
TOTAL PROCESSING PAYMENT (A X PROCESSING PYMT. RATE _____)
TOTAL ADMINISTRATIVE FEE (B X RATE _____)
GRAND TOTAL DUE

CIVIL PENALTIES OF UP TO FIVE THOUSAND DOLLARS (\$5,000.00) PER DAY MAY BE ASSESSED FOR EACH SEPARATE VIOLATION OF THE LAWS AND REGULATIONS GOVERNING THIS REPORT. IN ADDITION, THE SUBMISSION OF FALSE INFORMATION WITH INTENT TO DEFRAUD IS A CRIME PUNISHABLE BY SUBSTANTIAL FINES, UP TO THREE YEARS IMPRISONMENT, OR BOTH. KNOWING THIS, I